

**Selectman's Meeting Minutes**  
**April 23, 2020**  
**Harpswell Town Office**  
**Approved April 30, 2020**

**Call to Order and Pledge of Allegiance:** Meeting was called to order at 6:00 p.m.

**Selectmen Present:** Chairman Kevin E. Johnson, David I Chipman and Selectperson Jane. G Covey

**Staff Present:** Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Regina Perow, Recreation Director; and Art Howe, Emergency Management Agent and Fire Administrator/Warden.

Members of the Board and staff were participating by Zoom. The meeting was also being broadcast live on Harpswell Community Television and live streamed. The Chair read aloud the procedure for how members of the public could participate; such instructions were also included on the published agenda and on the website.

**1. Adoption of the agenda:** Selectwoman Covey requested discussion of Town's Emergency order. Discussion to be addressed during Topic Four: COVID-19 UPDATE. Agenda accepted.

**2. Selectmen's Announcements:** Chairman Johnson addressed non-resident taxpayers who are returning to Harpswell: please follow quarantine guidelines of self-quarantine at home without contact with others for 14 days. There are delivery services and resources available locally to safely make this transition.

**3. Town Administrator's Report:** Administrator Eiane recommends herself, Town Planner, Mark Eyerman and Selectman David Chipman to comprise a team who will begin negotiations with the company that will construct a tower at Mitchell Field (pending vote outcome on July 14, 2020). The Board concurred with the recommendation.

**4. Covid-19 Update:** Mid Coast Hospital president and chief medical officer offered to meet virtually to discuss local healthcare and COVID-19 issues. A special meeting will be scheduled, platform to be determined. At this time, the Town Office continues to be closed to the public, however, we continue to provide service to the public. Residents are encouraged to contact Town departments via phone and email. There is a drop box attached to the front of the building for residents to drop off any information that needs to be delivered to the Town (no postage required). The Recycling Center continues to be open 3 days a week, Tuesdays, Fridays and Saturdays. Administrator Eiane and Emergency Management Agent Howe continue to meet weekly with chief emergency personnel. A Public Service Announcement was released, encouraging safe habits (i.e. handwashing, staying home etc.) during the COVID-19 pandemic. The Town has general assistance resources for those suffering financially during the pandemic. Residents may reach out by calling 207.833.5771 ext. 124. Recreation Director Gina Perow addressed the need to limit parking at the Town Office due to the overcrowding of the Cliff Trail. Saw horses and marking tape will be put up to block off rear parking lot. Agent Art Howe

reported that several local organizations have distributed food to resident families. The Mid Coast Hunger Prevention Program will be at the Recycling Center on Thursdays from 10:00-11:30 A.M. The Santa Fund will serve as a food pantry, at Library Hall on Bailey Island, starting this Tuesday April 28, 2020 from 10:00-11:30 A.M. Anyone with an emergency need for food should contact Mary Coombs at 207-417-5102. Harpswell Aging at Home (HAH) distributes food on Tuesdays from the Orr’s Island Schoolhouse. After discussion, Selectman Chipman moved, seconded by Selectwoman Covey to extend the Emergency Order until May 14. Motion passed 3-0.

**5. Maine Healthy Beaches Agreement:** Administrator Eiane stated the Town participates in the Maine Healthy Beaches Agreement that monitors the water quality for certain bacteria such as e-coli at three sites – Mitchell Field, Mackerel Cove and Stover’s Point (Land Trust property). Selectman Chipman moved, seconded by Selectwoman Covey, to authorize the Town to sign off on the agreement. Motion passed 3-0.

**6. July 14 Municipal Ballot and Options:** Selectmen opted to leave the ballot as is. No vote was needed because no changes were made.

**7. Appointments:**

Town Treasurer: Administrator Eiane recommended the board appoint Deputy Town Administrator Terri Sawyer as Town Treasurer. Terri has been a valued part of the administration team for well over 10 years and worked very closely with our former treasurer Marguerite Kelly. Administrator Eiane suggested that the role of Deputy Town Administrator be restructured to allow room for the additional responsibilities of Town Treasurer. Selectman Chipman moved, Selectwoman Covey seconded to approve Deputy Town Administrator Terri Sawyer as Town Treasurer. Motion passed 3-0.

Election Ballot Clerks:

Darlene A Barnes	Marolyn J Bibber	Janet Coombs	Monique A Coombs
Diane Davis	Catherine J Doughty	Donnette M Goodenow	Hope Hilton
Candis Y Hine	Megan Hubbard	Elaine P Karath Baur	James W Knight
Linda M Kreamer	Daniel J. Lafond	Sarah S Lafond	Debora A Levensailor
Susan V Lowery	Marjorie H McFarland	Lydia G Mears	Kristen Montana
Melody Moore	Mary Ann Nahf	Sharon K Oemig	Joan Ouellette
Carolyn Perow	Jean Rich	Amy Saxton	Samuel B Schwartz
Ellen Shillinglaw	Linda Strickland	Sandra H Swallow	Sara Theberge
Shirley Thompson	Patricia S Tillotson	Gordon Warren	Marge Warren
Jennifer Watson	Patricia Watson		

Chairman Johnson moved, seconded by Selectman Chipman to accept the aforementioned ballot clerks. Motion passed 3-0.

**8. Consent Agenda:** The Board was in consensus with the consent agenda – April 15 minutes; warrant #17 in the amount of \$151,418.20 and payroll warrant #16 in the amount of \$20,876.95.

**9. Public Comment:** None.

**10. Other Business:** Selectman Chipman reported that John Gilliam roadside cleanup day is Saturday April 25, 2020. Bailey Island General Store will have pizza starting at noon. Trash bags will be available at Ship to Shore, Grange Hall, Bailey Island General Store, and Watson's General Store. Bags can be left on side of the road to be picked up at the end of the day.

**11. Adjournment:** Meeting adjourned at approximately 6:50 p.m. with no objections.

Respectfully Submitted,

Kayla Matthews  
Recording Secretary